

**BY ORDER OF THE COMMANDER  
AEROSPACE MAINTENANCE AND  
REGENERATION CENTER**

**AMARC INSTRUCTION 21-301**

**28 FEBRUARY 1999**



**Maintenance**

**AMARC TECHNICAL DATA SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the provisions of Air Force Policy Directive 21-3, Technical Orders. It sets up the procedures and responsibilities for the operation and control of the AMARC Technical Order Distribution Office (TODO) and Technical Order Distribution Accounts (TODA) and applies to all AMARC organizations. Personnel will maintain technical (tech) data files in accordance with (IAW) TO 00-5-1, Air Force Technical Order System, TO 00-5-2, Technical Order Distribution System, and TO 00-5-2-2, Automated Technical Order Management System, for Air Force technical libraries; IAW NAVAIR 00-25-100, Naval Air Systems Command Technical Manual Program, for Navy technical libraries; IAW DA PAM 25-30, Army Electronic Library, for Army technical libraries; and according to instructions provided with Coast Guard technical orders; and with contract logistic technical orders for other aircraft.

**SUMMARY OF CHANGES.** Aligns instruction with AFPD 21-3 and updates office symbols to the current AMARC organization responsibilities. All changed paragraphs are marked with an asterisk (\*).

**1. GENERAL.** The term tech data will be used in this instruction rather than TO because of Navy and Army terms for their publications, i.e., NAVAIR publications and Technical Manuals.

1.1. The Aircraft Management Directorate (LA), Production Control Division (LAA), Policy and Technical Services Branch (LAAO), TO Library is the AMARC TODO.

1.2. AMARC activities that require a tech data subaccount (TODA) will send a letter with justification and appointing a custodian and alternate to LAAO, TO Library.

1.3. Tech data accounts are identified as:

1.3.1. Type I – TODAs that maintain their own tech order files (majority of AMARC) and:

1.3.1.1. Manage a library IAW TO 00-5-2 and NAVAIR 00-25-100.

1.3.1.2. Submit requests for additions and deletions to their tech data library by letter to the TO Library.

1.3.1.3. Correct discrepancies found by TO Library, Plans and Programs Directorate Quality Assurance Office(XP-QA) or higher authority personnel during inspections.

1.3.1.4. Pick up and post their tech data updates, additions and changes from the TO Library when the TO Library notifies them of the receipt of such for their library.

1.3.2. Type IIA – Not located in TO Library but maintained and inventoried by the TO Library.

1.3.3. Limited Tech Data File – Has only the tech data needed to perform a specific mission in a production area at that time.

## 2. RESPONSIBILITIES AND PROCEDURES.

2.1. The AMARC TODO has sole responsibility for requisitioning all tech data within AMARC for all AMARC activities and will:

2.1.1. Maintain the master file, Type IIA account and limited tech data files by performing the “A” page/list of effective pages (LEP) reviews and posting TO updates within 5 work days of receipt.

2.1.2. Review and approve requests to establish a new tech order subaccount library and assign a TODA number.

2.1.3. Maintain a file of all TODA appointment letters.

2.1.4. Notify TODAs of applicable revisions, changes and updates for pickup.

2.1.5. Notify the Time Compliance Technical Order (TCTO) monitor in Logistics Directorate (LG), Forward Supply Management Branch (LGSC) immediately when TCTOs are received.

2.1.6. Report publication, distribution and requisition shipment discrepancies IAW the applicable service tech data.

2.1.7. Periodically review a list of aircraft stored at AMARC to see if any mission, design and series (MDS) aircraft were eliminated from the AMARC inventory and then:

2.1.7.1. Contact the Comptroller Directorate (FM), Workload Division (FMW) to find out if more of this MDS aircraft are projected to arrive at AMARC within 6 months.

2.1.7.2. If none are projected and an MDS has been dropped from AMARC inventory, coordinate with the Safety Office (CC-SE) and the Aircraft Disposition Office (LG-2) to request tech data disposal.

2.1.7.3. Dispose or destroy tech data IAW the appropriate service directives and directions from CC-SE and LG-2.

2.1.7.4. If the tech data distribution statement indicates unlimited distribution, the tech data may be made available to museums or other institutions.

2.1.8. At least annually, reconcile the TODO records, review all applicable indexes and requirements tables to see if tech data was rescinded; and if rescinded, remove from the active tech data file and place in the rescinded file.

2.1.9. Publish an annual inspection schedule and inspect each TODA every year to ensure compliance with tech data governing library maintenance.

2.1.10. Review FMW sales orders, monthly workload projections and written requests from planners and TODAs to order the tech data needed in support of forthcoming projects. Provide the requestors with the status of the tech data orders in writing within 30 days of their request.

2.1.11. Periodically review and purge libraries of unneeded classified publications and authenticate destruction.

2.2. The various maintenance processes operations support branches will review their tech data libraries and coordinate with the TODO to have CC-SE and LG-2 to provide their written disposition instructions to the TO Library for their unneeded tech data. Tech data required for radiation safety and/or static display programs will be retained and maintained.

2.3. ESTABLISHING A TODA. Area supervisors requiring tech data will:

2.3.1. Justify the requirement and appoint, in writing, a TODA manager and alternate, providing names, grades and security clearances to the TO Library.

2.3.2. Review applicable FMW sales orders, monthly workload and directives and submit specific tech data requirements in writing through the TODA to the TO Library. Ensure only the minimum tech data is ordered to support a project and the requirement is canceled upon project completion.

2.3.3. Determine the need and request the TODO to arrange for TODA custodian training.

2.4. TODA managers and alternates will:

2.4.1. Ensure the validity of tech data requests by reviewing indexes in the TO Library.

2.4.2. Sign and submit valid request letters to the TO Library.

2.4.3. When notified an MDS has been eliminated from AMARC inventory and no more are projected to arrive, notify the TO Library to coordinate with CC-SE, LG-2 for tech data disposal.

2.4.4. Ensure all the TODA library updates are maintained IAW TO 00-5-2 or NAVAIR 00-25-100 as appropriate, and updates posted weekly, and are current and ready for use or inspection by Plans and Programs Directorate (XP), Quality Assurance (XP-QA) or the TODO.

2.5. When notified an MDS has been dropped from AMARC inventory, LA planners will notify the appropriate TODAs to coordinate with the TODO to request tech data disposition of CC-SE, LG-2 and FMW.

### 3. LOCAL CHECKLISTS (LCL) AND LOCAL WORK CARDS (LWC).

3.1. LCLs and LWCs are authorized when additional inspection requirements are needed or when portions of several tech data publications must be combined because of local conditions, such as type of mission and special use.

3.1.1. LA division chiefs will approve their own maintenance LCLs and LWCs.

3.1.2. LG personnel will follow TO 00-5-1 if they require LCLs or LWCs. The LG director or a designated representative is the approving authority.

3.1.3. LCLs and LWCs have the same control as the basic tech data.

3.2. The primary activity requiring the LCL or LWC will:

3.2.1. Type the LCL or LWC with the signature and date blocks for the applicable LA division chief, XP-QA and CC-SE review, and send to the TO Library for coordination, certification and publication.

3.2.2. Assign an identification number and date the LCL and LWC. Do not use the tech data publication number as part of the LCL or LWC number. Numbering will consist of the letters LCL or LWC followed by the originator's office symbol and the next sequential number, i.e., LCL-LAI-F9-16 is the 16th LCL by LAI and is for the F9; LWC-LAEE-AG-7 is the 7th work card made by LAEE and is for aircraft ground equipment (AGE).

3.2.3. Briefly define the operation or procedure. The LCL or LWC items will be in the prescribed performance sequence.

3.2.4. Enter the tech data number above the signature block when referring to tech data. Enter the tech data on each LWC after each line item on the card.

3.2.5. Ensure the LCL or LWC is current, adequate and has the required steps. Include all warnings and caution notes as well as the number of the tech data publications from which the data was extracted. NOTE: Do not deviate from tech data without the written approval of the office of primary responsibility (OPR) for the tech data publication.

3.2.6. Supervisors will conduct an annual review of their LCLs and LWCs by reviewing the applicable tech data. If the tech data has changed, the LCL or LWC will be redone to reflect the new or changed tech data. Pen and ink changes or supplements are not permitted, any changes require the LCL or LWC be republished. If LCLs and LWCs are current, the supervisor will annotate the date checked, initial and forward the card to the TO Library.

3.3. The TO Library, on receipt of an LCL or LWC, will:

3.3.1. Check the indexes to ensure the content is not already published as formal tech data.

3.3.2. Send the LCL or LWC to the LA division chiefs, CC-SE and XP-QA for review, coordination and signature and then forward to LA director for certification.

3.3.3. Upon certification by LA director, determine the number of copies required.

3.3.4. Distribute copies to the initiator and users and file the master/original.

3.3.5. Maintain a current index of all LCLs and LWCs. Annually issue a suspense letter to the originators to review and validate.

OFFICIAL

SANDY M. WHITEHOUSE  
Chief, Information and Publications Division